



Bureau of Fire Services

Consumer Fireworks Certificate Application Process





Bureau of Fire Services

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Use the “Enter” key or Space Bar to advance slides



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Welcome to the 2013 Consumer Fireworks Certificate Application and Low Impact Registration process. This presentation will walk you through the simple process frame by frame. The application process has changed from last year. Please browse through the entire slide show to familiarize yourself with the entire process.

You will find the answers to many common questions about the application process in our Frequently Asked Questions (FAQ) located on our Bureau of Fire Services (BFS) web page www.michigan.gov/bfs.

You may contact our office directly, if needed, at 517-241-8847 with any questions. To contact Robbie Murdock directly you can call 517-373-7441 or email at fireworks@michigan.gov



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Before determining your retail sales location please be sure to check with your local governing body regarding any zoning or ordinances for setting up your business. The State of Michigan doesn't make that determination.

NOTE: Transfer applications will be done as person-to-person transfers only. Any change in location will require a new application and the application deadline of April 1 applies.



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PA 256 of 2011 Sec. 12. (1) A person shall not ignite, discharge, or use consumer fireworks on public property, school property, church property, or the property of another person without that organization's or person's express permission to use those fireworks on those premises.



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If you had only a Low Impact Registry User ID and password in 2012 you must now create a new one in the Consumer & Low Impact Fireworks Application.

If you had only a User ID and password for Consumer Fireworks last year, use that again this year. Because the Application and Registry are combined this year the system will not recognize your Low Impact login information from last year.





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- To get started you will need to access the Bureau of Fire Services web page at www.michigan.gov/bfs





Bureau of Fire Services

- Locate the “[Consumer & Low Impact Fireworks Application](#)” link and click on it.

The screenshot shows the Michigan State Fire Marshal website. At the top is the Bureau of Fire Services logo. Below it, there are links for 'Monthly Newsletter Sign-up' and 'View Past Newsletters'. The main content area is divided into sections: 'Public Service Announcements (PSAs)' with four links about smoke alarms, home reviews, university housing, and cooking safety; 'Where Can I find...' with links for 'Consumer Fireworks Facilities' and 'Low Impact Firework'; and 'Michigan Fireworks' with links for 'Consumer & Low Impact Fireworks Application' and 'Fireworks Regulatory Impact Statement' (PDF). A red arrow points to the 'Consumer & Low Impact Fireworks Application' link.





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- Please read the entire page to learn more about the requirements for obtaining a Consumer Fireworks Certificate. This page is also where you will use your current log-in or establish one if you are new to the process. After reading the entire page click on “Create a New Account”

LARA
Department of Licensing and Regulatory Affairs

[Michigan.gov Home](#) | [LARA Home](#) | [LARA Sitemap](#) | [Contact LARA](#)

Michigan Consumer Fireworks Certificate and Low Impact Registry Site

Menu
[Create a New Account](#)

Michigan Registration and Application Fireworks Safety Program

Public Act 256 of 2011 provides for the sale of consumer fireworks in Michigan. To sell Consumer fireworks you are required to apply and obtain a consumer fireworks certificate. To obtain this certificate, you are required to apply to the Bureau of Fire Services in the Department of Licensing and Regulatory Affairs no later than midnight April 1. For the sale of both Consumers fireworks and Low Impact you are required to apply for the Consumers Certificate and Register on the Low Impact Registry. For the sales of Low Impact level fireworks only, you are required to register with the Low Impact Registry 10 days prior to sales.

Certificate fees are: \$1,000 per location for a permanent retail sales structure
\$600 per location for a temporary retail sales structure
Low Impact Registry has no fee associated with it; you are required to submit a registration for each individual location where retail sales are to be done.





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Once you click on the “Create New Account” link you will see this page.

- Follow the “If you are a new applicant” directions by entering your date of birth and your 9-digit Social Security Number with no spaces or dashes. **NOTE: This is a secure website.**
- You will then click on the “Search” button.

Search for Your Records	
Menu	
Login Page	
If you are a current Owner or Authorized Agent , enter your permanent id no (as printed on your certificate), date of birth, and 9-digit social security number.	
If you are a new applicant , enter your date of birth, and 9-digit social security number.	
Click the Search button to continue.	
Certificate/Registration NO:	<input type="text"/>
Birth Date:	<input type="text"/>
Example: 11/30/1950	
SSN:	<input type="text"/>
Example: 123456789	
<input type="button" value="Search"/>	



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A search was done to confirm that your Birthday and SSN combination has not been registered. Read the page carefully and enter all requested data.

Enter Registration Information	
Menu	
Login Page	
<p>We did not find any matching records.</p> <p>If you hold an existing Consumer Fireworks Certificate or have recently applied for one, please press your browser's Back button and reenter your information. If the search still gets this page with blank name fields, it means that our records do not have your SSN and Date of Birth combination in our records. By completing this page it will not renew, change your license address or request a duplicate license. This is a User ID and Password registration page only.</p> <p>If you do not currently hold a Consumer Fireworks Certificate, please follow the steps below to create a User ID and Password for the Consumer Fireworks portion. This process will enable you to apply for a Michigan Consumer Fireworks Certificate and submit your Low Impact Registration.</p> <p>Enter all required information in the fields below. Required elements are indicated with an asterisk (*). Click the "Register" button at the bottom of the page to complete the User ID and Password registration process only. The application process will follow after you are asked to "login".</p> <p>*Business Name or DBA: <input type="text"/></p>	

DBA - "Doing Business As"





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Required fields on this page are indicated with an asterisk

Owner/Authorized Agent Information

*First Name:

*Middle Name:

*Last Name:

Generational Suffix:
(Jr, Sr..)

*Birth Date:

Example: 11/30/1950

*SSN:

Example: 123456789

*User ID:

*Password:

*Confirm Password:





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The bottom portion of the same page relates to the a mailing address for the Certificate to be mailed once it is issued. Make sure all information is accurate before hitting the “Register” button. After clicking on the “Register” button it will take a few seconds to process and then the next page will open for you to Log in.

This is the Contact and Mailing address for Certificates and correspondence

*Street Address: 47820 Any Street

*City: Any Town
*State: MI
*Zip: 48354
Example: 48909
*Country: United States
*County: Ingham
*Email: email@fake.com
*Daytime Phone: 5175551212
Example: 5175551212

Register





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The "Login" page will open and indicate to you that the first step of the process has been completed. Now the Certificate application process will begin. If you are registering for Low Impact sales only, you will also continue with the Login.

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[Michigan.gov Home](#) | [LARA Home](#) | [LARA Sitemap](#) | [Contact LARA](#)

Menu

- [Login Page](#)

You have successfully completed the first step in the application process. To continue the process please click on the "login" link here!
Please [login](#)....

MICHIGAN.GOV
Michigan's Official Web Site





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Now you will see the same screen we started with to create the new account. At the bottom of the page you will see the User ID and password fields. Here you will enter what you just created for your User ID and password. Click on “Login” to get started with the application.

[Michigan.gov Home](#)[LARA Home](#) | [LARA Sitemap](#) | [Contact LARA](#)

Welcome to the Michigan Consumer Fireworks Certificate and Low Impact Registry Site

Menu
[Create a New Account](#)

Michigan Registration and Application Fireworks Safety Program

Public Act 256 of 2011 provides for the sale of consumer fireworks in Michigan. To sell Consumer fireworks you are required to apply and obtain a consumer fireworks certificate. To obtain this certificate, you are required to apply to the Bureau of Fire Services in the Department of Licensing and Regulatory Affairs no later than midnight April 1. For the sale of both Consumers fireworks and Low Impact you are required to apply for the Consumers Certificate and Register on the Low Impact Registry. For the sales of Low Impact level fireworks only, you are required to register with the Low Impact Registry 10 days prior to sales.

User ID

Password

If you've forgotten your User Name and/or Password click [here](#) to search for your User Name and reset your password.

Login





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Here you should see the Business name or DBA you entered along with your name. In the Menu area you have 5 options. This portion of the tutorial will focus on the Application for a New Certificate. Even if you had a Certificate in 2012 please proceed with the application process. Low Impact Registration follows this same path.

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Michigan Consumer Fireworks Home Page

Menu

- Consumer Fireworks Certificate Application/Name Transfer Application
- Pay Fireworks Safety Fees
- Request Duplicate Certificate
- Mailing/Contact Address Update
- Logout

Business Name or DBA: Rocky's Rockets

Owner/Authorized Agent: First Name Middle Name Last Name

Certifications/Registrations/Transfers

No license





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You should notice the “No license” area. Once you have completed and submitted one or more applications they will be listed in this area. To proceed with the Certificate application **click in the first section on the Menu**. This is also part of the Low Impact Registry process.

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Official
Web Site

[Michigan.gov Home](#) | [LARA Home](#) | [LARA Sitemap](#) | [Contact LARA](#)

Menu

[Consumer Fireworks
Certificate Application/Name
Transfer Application](#)

[Pay Fireworks Safety Fees](#)

[Request Duplicate
Certificate](#)

[Mailing/Contact Address
Update](#)

[Logout](#)

Michigan Consumer Fireworks Home Page

Business Name or
DBA: Rocky's Rockets

Owner/Authorized
Agent: First Name Middle Name Last Name

Certifications/Registrations/Transfers

No license





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Please read the page fully. Here you will select the type of application. All applicants will select the Statute “Fireworks Safety Act” regardless of Certificate Type or Low Impact Registration.

Menu
Certificate Home Page
Logout

Consumer Fireworks Certificate Application/Name Transfer Application

The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.

Please select the type of certificate you wish to apply for:

Statute: --Select Statute--
Certificate Type: --Select Statute--
Payment Method: not available
not available
not available
not available
not available
not available
not available
not available

NOTICE: The State of Michigan is hereby adopting emergency administrative rules pursuant to the Emergency Powers of the Governor, 2011 Public Act 256, being MCL 28.470, and in accordance with the Administrative Procedures Act, being MCL 24.231 et seq.



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The next choice will be the Certificate Type. Here you will have 5 types to choose from including the Low Impact Registration and Transfer of Ownership.

Please select the type of certificate you wish to apply for:

Statute:

Certificate Type:

Payment Method:

Consumer Non-Permanent - NOTICE: The Department has posted administrative rules pursuant to Section 20 of the Fireworks Safety Act, 2011 Public Act 256, being MCL 28.470, and in accordance with Chapter 3 of the Administrative Procedures Act, being MCL 24.231 et seq.



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Choosing any of the Certificate Types will then change the first paragraph to reflect that Certificate Type. The “type” chosen indicates whether it is a Permanent structure or Temporary structure and Consumer or Low Impact. If you are selling both Consumer and Low Impact at the same location you need to register the location in the Low Impact Registry as well.

Statute:

Certificate Type:

--Select Certificate Type--

Consumer Non-Permanent Structure Certificate

Consumer Permanent Structure Certificate

Low-Impact Registry Non-Permanent Structure

Low-Impact Registry Permanent Structure

Transfer of Consumer Fireworks Certificate Ownership

Consumer Non-Permanent - NOTICE: The Department has posted administrative rules pursuant to Section 20 of the Fireworks Safety Act, 2011 Public Act 256, being MCL 28.470, and in accordance with Chapter 3 of the Administrative Procedures Act, being MCL 24.231 et seq.



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Choosing any of the Certificate Types will then change the first paragraph to reflect that Certificate Type.

Please select the type of certificate you wish to apply for:

Statute:

Certificate Type:

☒ Low-Impact Registry Non-Permanent Structure
--Select Certificate Type--
Consumer Non-Permanent Structure Certificate
Consumer Permanent Structure Certificate
Low-Impact Registry Non-Permanent Structure
Low-Impact Registry Permanent Structure
Transfer of Consumer Fireworks Certificate Ownership

Payment Method:

Low Impact - Non-Permanent Structure NOTICE: The Department has posted administrative rules pursuant to Section 20 of the Fireworks Safety Act, 2011 Public Act 256, being MCL 28.470, and in accordance with Chapter 3 of the Administrative Procedures Act, being MCL 24.231 et seq.



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The last selection on this page will indicate your choice of payment method. When choosing one of the Low Impact Types your only choice will be “No Fee Required”.

Menu

[Certificate Home Page](#)[Logout](#)

Consumer Fireworks Certificate Application/Name Transfer Application

The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.

Please select the type of certificate you wish to apply for:

Statute:

Fireworks Safety Act ▼

Certificate
Type:

Low-Impact Registry Non-Permanent Structure ▼

Payment
Method:

--Select Payment Type-- ▼
--Select Payment Type--
No Fee Required





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By choosing a Consumer Certificate type the payment methods will include “By Mail” and “Online”.

Consumer Fireworks Certificate Application/Name Transfer Application	
Menu	
Certificate Home Page	
Logout	
<p>The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.</p> <p>Please select the type of certificate you wish to apply for:</p>	
Statute:	<input type="text" value="Fireworks Safety Act"/>
Certificate Type:	<input type="text" value="Consumer Permanent Structure Certificate"/>
Payment Method:	<div>--Select Payment Type-- --Select Payment Type-- By Mail Online</div>



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After all options have been selected and you have carefully read the entire page you will click on the “I Agree” tab at the bottom of the page.



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This screen will supply you with more information, please read the entire page and then click on the “Continue to Next Step” button.

Menu	
<input type="checkbox"/>	Retail Sales Physical Address
<input type="checkbox"/>	Application Questionnaire
<input type="checkbox"/>	Required Document Information
<input type="checkbox"/>	Finish
Certificate Home Page	
Logout	

NOTE: After it is issued, the Consumer Fireworks Certificate remains valid until April 30th, the following year. The certificate holder for consumer fireworks must re-apply for a new certificate before April 1st of the following year in order to sell after their original certificate expires on April 30th. The process, requirements and fees remain the same for the renewal certificates as for the initial certificate except that all fireworks safety fees collected by the certificate holder during the proceeding year must be remitted before any renewal certificate is issued.

Documents must be returned to:

Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Consumer Fireworks Certificate Processing
P.O. Box 30642
Lansing, MI 48909

In order to finish the application process, you must click on "continue to the next step" to complete the checklist on the left hand side of the screen.

[Continue to Next Step](#)

When finished reading click on the “Continue to Next Step” button.

➤ As you proceed the check boxes in the menu will fill in with a check mark



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Menu

- ☐ Retail Sales Physical Address
- ☐ Application Questionnaire
- ☐ Required Document Information
- ☐ Finish

[Certificate Home Page](#)

[Logout](#)

Retail Sales Physical Address

This is the address on record for your certificate and physical address. At this time you may make any necessary changes in the fields. There is a character limit for the address lines. Once all the information is correct, click the "Sales Address" button to continue. You will have an opportunity to review the information and "complete" the application.

*Street Address:

Line 2:

Line 3:

*City:

*State:

*Zip:
Example: 48909

*County:

*Email:

*Daytime Phone:
Example: 5175551212

Fax:
Example: 5175551212

You will now enter the exact address of your Retail Sales location.

You will repeat the entire application process to obtain a Certificate/Registration number for each individual retail sales location.

This applies to both Consumer Certificates and Low Impact Registration.

You are required to include your phone number and email address. We will use the email address for various inquiries and notifications throughout the year.

When complete click on the "Update Retail Sales Address" button at the bottom of the page.



Bureau of Fire Services

Here you can confirm your Retail Sales location address. If you need to edit any of the information click on the “here” link above the address and redo your entry. When you confirm that the address and other information is correct click on the “Complete” button.

Retail Sales Physical Address	
Menu	Please review the information listed below. This is the address currently listed for your retail sales location printed on the Certificate.
<input type="checkbox"/> Retail Sales Physical Address	<ul style="list-style-type: none">Click here to edit your address shown below if needed.When your information is accurate click on the Complete button.
<input type="checkbox"/> Application Questionnaire	
<input type="checkbox"/> Required Document Information	
<input type="checkbox"/> Finish	
Certificate Home Page	
Logout	
	Address: 123 Street Haven MI 42179
	Country: United States
	Email: anyemail@fake.net
	Phone: 517-555-1212
	Fax:
	<input type="button" value="Complete"/>



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You can see that as you advance and complete each page the check marks appear in the menu items. You can now see the Application Questionnaire page to fill out next.

Application Questionnaire	
Complete the following questions.	
Menu	
<input checked="" type="checkbox"/> Retail Sales Physical Address	
<input type="checkbox"/> Application Questionnaire	
<input type="checkbox"/> Required Document Information	
Question	Answer
1) Is the applicant a sole proprietorship? If NO, Enter your Federal Taxpayer Identification Number below, If YES proceed to question 3.	Please Choose <input type="button" value="v"/>
2) Federal Taxpayer Identification Number:	<input type="text"/>



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Complete all fields and hit “Submit” button.

Question	Answer
1) Is the applicant a sole proprietorship? If NO, Enter your Federal Taxpayer Identification Number below, If YES proceed to question 3.	Please Choose ▾
2) Federal Taxpayer Identification Number:	<input type="text"/>
3) What is your current Michigan Sales Tax License Number?	<input type="text"/>
4) What is your current Michigan Sales Tax License Expiration Date? format (mm/dd/yyyy)	<input type="text"/>
5) The amount of consumer fireworks determines many safety code requirements. Is the amount of consumer fireworks at your retail location under the exempt amount? To answer this question refer to Section 7.3.1 of NFPA 1124, 2006 Edition.	Please Choose ▾
6) Type of structure (building, shed, trailer, tent etc.):	<input type="text"/>
7) Storage Facility Street Address and City:	<input type="text"/>
8) Municipality of Retail Sales location (city, township, village etc):	<input type="text"/>
9) County of Retail Sales:	Please Choose ▾
10) What date do you intend to start selling consumer fireworks? format (mm/dd/yyyy)	<input type="text"/>



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At this point you will need to click on the “print Required Document page” link. The first page you will see the Certificate Number issued (or Registry Number if Low Impact Only) for this application. This first page also lists the requirements for your Certificate application to be processed. The second page is the **new** Felony Affidavit, also required. Once they are printed just close the window and you will return to the application process.

You must print the "Required Document Information" form by clicking [print Required Document page](#).

Mail it and all required documentation to (including payment if you chose to pay by mail):

Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Consumer Fireworks Certificate Processing
P.O Box 30642
Lansing, MI 48909

Failure to do so will cause your application to be denied. Include the Certificate number on each document submitted.

After printing this page and the Required Documents pages please click on the **Complete** link below.

Complete





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Once you have those required documents you will click on the “Complete” link at the bottom of the page. If you fail to submit **all** of the required documents at one time your application will not be processed. **You will receive a denial notice indicating that you will have 45 days to resubmit all the required documents.**

You must print the "Required Document Information" form by clicking [print Required Document page](#).

Mail it and all required documentation to (including payment if you chose to pay by mail):

Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Consumer Fireworks Certificate Processing
P.O Box 30642
Lansing, MI 48909

Failure to do so will cause your application to be denied. Include the Certificate number on each document submitted.

After printing this page and the Required Documents pages please click on the **Complete** link below.

Complete





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This Application Summary page will allow you to completely review all of the entries you have just completed. If necessary you will be able to click on any of the menu items listed to edit any information. Once you have confirmed all of the information to be correct you will click on the “Pay Fees and Submit” button.

Application Summary

Your application is summarized below. Please review the information carefully for accuracy and print a copy for your records.

You can go back to any step in the process by clicking on it's link on the left. Click the Finish link to return to this page.

When all application information is accurate click the "Pay Fees and Submit" button to complete your application. Failure to do so will keep your application from being processed.

By submitting this application, applicants acknowledge that they will adhere to and be subject to the applicable administrative rules promulgated by the Department under Section 20 of the Michigan Fireworks Safety Act, Public Act 256 of 2011, being MCL 28.470.

Pay Fees and Submit





Bureau of Fire Services

If you selected (refer to slide #20) “Pay by Mail” you will see this page giving you specific instructions regarding submitting the payment and the amount to submit.

Payment Receipt

Thank you for your application. An acknowledgement will be sent to your email address within one day. Click the [Logout](#) link on the left to log out.

Owner/Agent Name:	First Name Middle Name Last Name
DBA	Rocky's Rockets
Pending Certificate No:	2013-CP00040
Merchant:	State MI Fire Services
Process:	Apply for Initial Certificate
Authorization Code:	Pay by mail
Received Amount:	\$0.00
Received Date:	
Transaction ID:	
Total Paid:	\$0.00

[Print Receipt](#)[Return to Certificate Home Page](#)



Bureau of Fire Services

If your payment choice was “By Mail” you will send your check or money order (made payable to “State of Michigan”) and all other required documents to:

Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Consumer Fireworks Certificate Processing
P.O. Box 30642
Lansing, MI 48909

PLEASE NOTE: If all required documents are not received at one time your application will be denied. You will receive a notice to indicate that you will have 45 days to resubmit all of the documents required.



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If you chose (refer to slide #20) the “Pay On Line” option you will see this screen. Please read the “Submit Order” section of the page. CEPAS is a secure system.

Click on the “Submit Payment” button to proceed with payment.

License Number	Description	Fee Amount
2013-CP00043	Application Fee	\$1,000.00

Fee Totals

Fee Amount: \$1,000.00
Total Amount: \$1,000.00

Submit Order

Credit card processing is handled through the State of Michigan's Central Electronic Payment Authorization System (CEPAS) Payment Module. When paying for your Certificate you will be redirected to the CEPAS Payment Module for entry of credit card information. Once your credit card transaction has been successfully completed, you will be returned to MyLicense where you should print your receipts page.

Submit Payment

Cancel Transaction





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If your payment choice was paying on line you will mail your required documents and payment receipt to:

Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Fireworks Certificate Processing
PO Box 30700
Lansing, MI 48909

PLEASE NOTE: If all required documents are not received at one time your application will be denied. You will receive a notice to indicate that you will have 45 days to resubmit all of the documents required.





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You should print your Receipt using the “Print Receipt” button at the bottom. You can then return to the Certificate Home Page to continue entering applications, if needed. Or you may choose to “Log Out”.

You will need to repeat the application process for each retail sales location. This applies to Consumer Certificates and Low Impact Registration.

If you are selling both types you will need to make an entry for each type using the retail sales address.

Payment Receipt	
Thank you for your application. An acknowledgement will be sent to your email address within one day. Click the Logout link on the left to log out.	
Owner/Agent Name:	First Name Middle Name Last Name
DBA	Rocky's Rockets
Pending Certificate No:	2013-CP00040
Merchant:	State MI Fire Services
Process:	Apply for Initial Certificate
Authorization Code:	Pay by mail
Received Amount:	\$0.00
Received Date:	
Transaction ID:	
Total Paid:	\$0.00
Print Receipt	Return to Certificate Home Page





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When you return to the Certificate Home Page you will be able to view the status of your application at any time.

Michigan Consumer Fireworks Home Page

Business Name or
DBA: Rocky's Rockets

Owner/Authorized
Agent: First Name Middle Name Last Name

Certifications/Registrations/Transfers

Consumer Permanent Structure Certificate

[View Certificate Status](#)

Statute:	Fireworks Safety Act	Certificate No:	2013-CP00040	Status:	Pending
		Issue Date:		Expiration Date:	



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By clicking on the “View Certificate Status” link you will be able to see those items that have been accepted by the Bureau of Fire Services and filed with your application.

Michigan Consumer Fireworks Checklist Page

The Certificate Requirements for this certificate are listed below. Outstanding items are marked **unchecked**.

Certificate Requirements

Item	Amount Due	Status	Complete Date	Processed By
Copy of Sales Tax License		Unchecked		
Valid Sales Tax License		Unchecked		
Proof of 10,000,000 Insurance		Unchecked		
Notarized Affidavit		Unchecked		
Facility Plans		Unchecked		
Application Fee	\$1,000.00	Unchecked		
Inspection Completed		Unchecked		
Approval of Certificate		Unchecked		



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Transfers



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- A transfer application will need to be applied for and paid for by the New Owner.
- Transfers are for **Certificate Ownership only**. No location transfers will be processed.
- You will be required to submit a notarized Affidavit signed by both parties. The affidavit will print with your required documents.



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TRANSFERS: After choosing (refer to slide #20) “Transfer of Consumer Fireworks Certificate Ownership” it will open the Transfer Questionnaire. Please fill in accordingly. Hit “Submit” when complete.

Transfer Application Questionnaire

Complete the following questions.

Question	Answer
1) Is the applicant a sole proprietorship? If NO, Enter your Federal Taxpayer Identification Number below, If YES proceed to question 3.	Yes <input type="button" value="v"/>
2) Federal Taxpayer Identification Number:	<input type="text"/>
3) What is your current Michigan Sales Tax License Number?	38-1234567
4) What is your current Michigan Sales Tax License Expiration Date? format (mm/dd/yyyy)	9/30/2013
5) What date do you intend to start selling consumer fireworks? format (mm/dd/yyyy)	6/1/2013



Bureau of Fire Services

You must click on the “print Required Document page”. Those documents will be a summary of your information in addition to a Transfer Affidavit that needs to be signed by both parties and notarized.

You must print the "Required Document Information" form by clicking [print Required Document page](#).

Mail it and all required documentation to (including payment if you chose to pay by mail):

Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Consumer Fireworks Certificate Processing
P.O Box 30642
Lansing, MI 48909

Failure to do so will cause your application to be denied. Include the Certificate number on each document submitted.

After printing this page and the Required Documents pages please click on the **Complete** link below.

Complete





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You can review your entries here and then proceed to the payment process. This is the same payment process referred to in slides 32 – 38.

Transfer Application Summary

Your application is summarized below. Please review the information carefully for accuracy and print a copy for your records.

You can go back to any step in the process by clicking on it's link on the left. Click the Finish link to return to this page.

When all application information is accurate click the **"Pay Fees and Submit"** button to complete your application. Failure to do so will keep your application from being processed.

By submitting this application, applicants acknowledge that they will adhere to and be subject to the applicable administrative rules promulgated by the Department under Section 20 of the Michigan Fireworks Safety Act, Public Act 256 of 2011, being MCL 28.470.

Pay Fees and Submit

Address Changes

Name: First Name Middle Name Last Name

Certification

END OF TRANSFER PORTION OF TUTORIAL





Bureau of Fire Services

Some required documents may be able to be scanned and submitted via email to fireworks@michigan.gov or you can fax them to our office at 517-335-4061.

Any documents that you mail can be sent to:

Michigan Dept. of Licensing and Regulatory Affairs
Bureau of Fire Services
Consumer Fireworks Certificate Processing
PO Box 30700
Lansing, MI 48909

**DO NOT SEND PAYMENTS OF ANY KIND TO THIS ADDRESS. IT
WILL SIGNIFICANTLY DELAY THE PROCESSING OF YOUR
APPLICATION.**



Bureau of Fire Services

Thank you for your application. We hope that this tutorial has been a helpful tool. However, if you have questions on this process please feel free to contact us:

By Phone: 517-241-8847 Main Line

By Phone: 517-373-7441 Robbie Murdock Direct Line

Fax: 517-335-4061

Email: fireworks@michigan.gov

It is highly recommended to make copies of all your documents before sending them. And don't forget to put the Certificate number on all documents!!